

Attachment A (Part I & Part II)

REAP Conservation Education Program Part I—Midterm and Final Report Form

Please submit this completed form, along with Part II, via e-mail to Salterberg@uni.edu

Grant Recipient (organization name): Trees Forever

Project Title: Growing Futures

Report Prepared by: Pamela Helfer, Project Manager

Project Number: 06-11

Date Submitted: July 14, 2006

Check one:

✓ Midterm report (covering Jan.-June 2006 activities) **DUE: July 15, 2006**

___ Final report (covering July 2006 - December 2006 activities) **DUE: Jan. 15, 2007**

Note: Your Final Project Billing Form and documentation will be due to the DNR (Kathleen Moench) on **February 28, 2007**. See Grant Agreement, Attachment B.

1) Project summary

Growing Futures will lead at-risk youth through a process of self-discovery, self-esteem building and understanding the importance of diversity of both the human and natural world. Growing Futures will also help the youth explore careers and jobs in natural resource fields.

2) Objectives and activities

The REAP CEP Board expects all work outlined in your original proposal to be completed. At a minimum, briefly explain activities completed to date for the following, as well as the percent of total work completed to date. Add other objectives as you deem appropriate.

- 1) Collaborate with partners (two youth service agencies) to plan, coordinate, monitor and evaluate activities.
- 2) Coordinate a series of six activity days for 10-15 youth from Four Oaks and another six days for 10-15 youth from the Iowa Juvenile Home.
- 3) Recruit youth leaders.
- 4) Assist youth in developing communication skills.
- 5) Market the project.
- 6) Evaluate the project.

EXAMPLE	Percent completed to date
#1: Market REAP CEP and workshops (i.e., public communications) Activities: 1) Seven news releases published in: Iowa Reading Association, Iowa Middle Level Educators and Iowa Recycling Association newsletters as well as in the Creston, Clear Lake, Dubuque and Davenport newspapers. 2) Two workshop announcements published in Iowa Environmental Council listserv and in Iowa Conservation Education Council newsletter Additional explanation, if needed: N/A	80%
#1: Trees Forever will collaborate with partners to plan, coordinate, monitor and evaluate activities for Growing Futures. Coordination with each of the two partnering youth service agencies will occur in at least three formal meetings (for a total of at least six	66%

<p>meetings) and in briefer check-in calls before and after each session.</p> <p>Activities: Trees Forever staffer Pam Helfer held two formal planning meetings with the Iowa Juvenile Home staff (March 8 & 23), and attended a formal planning meeting with Trees Forever Field Coordinator Karen Brook at Four Oaks (April 4). Karen Brook also held an additional planning meeting with Four Oaks on June 12. Check-in with the partners is done in person, by phone or email before and after each session with the youth.</p> <p>Additional explanation, if needed: N/A</p>	
<p>#2: Ten to 15 youths from Four Oaks and 10-15 youths from the Iowa Juvenile Home will participate in a series of six educational, hands-on activity days (six activity days per group, for a total of 12) that will engage them in natural resource management tasks and introduce them to professionals in that field.</p> <p>Activities: Eight boys from Four Oaks were interested and eligible to participate in Growing Futures, and eleven girls signed up to participate in Growing Futures at the Iowa Juvenile Home. Pam Helfer and Karen Brook have worked to coordinate the activity days, including guest speakers, service-learning projects, materials, meeting space/project sites, tools, food and beverages, and other necessary details for each day. The schedules of activities at the Iowa Juvenile Home and Four Oaks are attached. Youth participating at the Iowa Juvenile Home are receiving class credit for science and service-learning, which have been scheduled concurrently during 3rd and 4th periods of the day to give them this opportunity.</p> <p>Additional explanation, if needed: Variance from the proposal: Feedback from last year's youth participants and counselors received after the proposal was submitted and approved was that full-day sessions were too long, and should perhaps be shorter but meet more often. Therefore, the sessions are being held for shorter lengths of time each day, but still maintaining anticipated contact hours with the youth. (Six full-day session of 5-6 hours each including lunch = 30-36 contact hours.) This change was discussed with Susan Salterberg in May.</p>	50%
<p>#3: Two participants from Four Oaks who participated in Phase I of Growing Futures will be recruited and trained to be youth leaders for Four Oaks participants in Phase 2.</p> <p>Activities: All the youth from Four Oaks who participated last year have been placed out of the program and therefore were not able to participate again this year. However, the program director at Four Oaks felt that two of the boys interested this year were ready to step up to a new level of responsibility and leadership. Those two were recruited as peer leaders, received training at the Iowa Quality Center, have been given responsibilities (proper use, care and storage of any tools; serve as team leaders and role models when youth break into smaller work groups; plan the "graduation" ceremony) and each will be paid a stipend of \$240 after completing the program and participating in final evaluation with the partners.</p> <p>Additional explanation, if needed: N/A</p>	100%
<p>#4: Communication skills will be developed through writing and/or art exercises and sharing sessions each activity day.</p> <p>Activities: Time is set aside at the end of each session for brief discussion with the youth about how the information and/or activities could impact planning for their futures. Youth at Four Oaks spend time journaling about the experience at the end of each session and on their own at other times, and have some activities planned with an art therapist who participated last year. Youth at the Iowa Juvenile Home are keeping personal notes of the information and activities, in addition to the service-learning journals required by their teachers as part of the experience throughout each week of the summer semester.</p>	50%

Additional explanation, if needed: N/A	
<p>#5: Growing Futures will be evaluated according to how well it met the objectives as listed in this proposal. Outcomes will be assessed according to participants' attitudinal changes and knowledge gained, as revealed in surveys.</p> <p>Activities: Youth participants completed a pre-involvement knowledge assessment survey regarding the environment and careers in natural resources. Youth have been given opportunities throughout the program to be open and honest about what they enjoy about the program and what aspects they feel should be changed. They will also be involved in a final evaluation of their experience and of the program.</p> <p>Additional explanation, if needed: N/A</p>	50%
<p>#6: Trees Forever will recognize support received from the REAP Conservation Education Program for Growing Futures in Trees Forever publications as well as through public media outlets and in presentations made about the project.</p> <p>Activities:</p> <ul style="list-style-type: none"> ▪ Trees Forever Field Coordinators assisted with small group facilitation at REAP Assemblies around the state in early spring, and community volunteers were urged to be active voices for REAP in the Spring 2006 Leaflet (a Trees Forever publication). ▪ Pending approval to photograph and use the names of youth participants, Trees Forever will be creating news releases and featuring some of the activities on the website. ▪ An article about Growing Futures will appear in the next Trees Forever newsletter. ▪ Pam Helfer will present on Growing Futures at the Iowa Association of Naturalists fall conference. Proposals for presentations have been submitted to other conferences and we are awaiting notice. <p>Additional explanation, if needed: N/A</p>	50%

3A) Are there changes in the direction of your project (i.e., something different than outlined in your grant proposal)?

☐ Yes ☒ No ☐ N/A

3B) If you answered “No” or N/A to 3A, skip to Question #4A. If you answered “Yes,” please describe the change(s) below and explain the reason(s) for the changes. *Note: Any major changes should be approved by the Board before they occur.* Contact CEP Contract Monitor, Susan Salterberg, at Salterberg@uni.edu or 319-337-4816 to request changes. She will review them with the Board and communicate with grantees regarding Board decisions. If necessary, the CEP Board may contact grantees directly to discuss changes, although *Susan shall be your first contact.*

4A) Is the project on schedule? ☐ Yes ☒ No

4B) If no, please explain:

Project is slightly behind schedule due to 1) staff changes at Trees Forever in early spring resulting in the hiring of a new Field Coordinator who is working with the youth at Four Oaks; and 2) activity days beginning later than expected so as to accommodate the schedules of the youth service agencies (summer semester classes at the Iowa Juvenile Home and summer break at Four Oaks). The project is expected to end on schedule by December 31, 2006.

- 5) **Please briefly describe the contributions of third parties and of your organization to this project. A detailed accounting is not required, though the REAP CEP Board wants to ensure grantees provide a good faith effort to meet their proposed cash and in-kind matches.**
- Guest speakers are donating time, travel and supplies to work with youth. So far, no honoraria/stipends have been requested or paid.
 - Admission fee waived at Reiman Gardens in Ames.
 - Air National Guard donated folders, spiral notebooks, rulers, pens and pencils for youth participants at Iowa Juvenile Home.
 - Iowa Juvenile Home procured service-learning journals that youth are using as part of the experience during class time.
 - Gary Nesteby and Mike Langridge of the Iowa Quality Center provided peer leadership training for two youth from Four Oaks.
 - \$4,000 cash grant received from Alliant Energy Foundation to match REAP-CEP grant.
 - \$500 cash grant received from Youth POWER of the Greater Cedar Rapids Foundation to match REAP-CEP grant.
- 6) **What outputs and/or outcomes were identified? Please list each one and describe each in detail below. Be sure to include the outputs and outcomes outlined in your grant proposal.) Note: If outputs and outcomes are not available for your midterm report, so indicate.**

Outputs:¹

Outputs as of July 15, 2006:

- 18 youth participating
- 2 youth peer leaders trained
- 31 contact hours
- 11 activity days
- 4 planning meetings with partners (in-person)

Outcomes:²

Outcomes will be available with final report.

Journal/feedback quote from one participant at the Iowa Juvenile Home:

“What I like about this class is that I didn’t know how interesting this class (would be) and I’ve learned a lot. I like that you and others helped me realize the opportunity that nature has for everyone. You can always learn something. I like planting trees and being outside. It really helped me understand nature and I love it now and I didn’t before. As of right now I like the program the way it is and I don’t think anything could get much better. I think I don’t want to go into nursing but some environmental science.”

- 7) **Final report only: What were your one to three most effective marketing tools (i.e., conferences, e-mails, flyers, news releases in local papers) and why? Describe your use of them.**
- 8) **Final report only: Please summarize your project, in 250 words or less. This summary will be published on the iowaee.org website as your Final Report Summary. The primary audiences for iowaee.org’s website are formal and non-formal educators. The final report should include the following, in the order and bulleted format shown below:**
- Project title and Project number:
 - Contact person:
 - Organization’s name, address, website, phone and e-mail:
 - Project beginning and ending dates:

¹ Measurements of production, such as number in attendance at a workshop.

² What important things happen as a result of the project, such as a documented change in behavior or new concepts learned.

- Amount of REAP CEP grant award:
- Project's purpose and targeted audience:
- Project highlights:
- At least one but no more than six photo(s) of activities in jpeg format (*Be sure to secure subjects' written permission to allow for use of photo(s) as REAP CEP deems appropriate. Provide photo descriptions and identification of people in the photo(s), and include names of all parties for whom permission was garnered. Note: Receipt of permission to use photos is your responsibility as a grantee, not REAP CEP's.*)

Please carefully write and review the summary to ensure it is in publishable format.

9) Remember: Include a completed Project Expenditure Summary with your midterm and final reports.

10) Other comments?

Attachments to this report:

- Schedule of Activities at Four Oaks (Cedar Rapids)
- Schedule of Activities at Iowa Juvenile Home (Toledo)
- Participant Application/Entrance Survey

Part II—Project Expenditure Summary

Please submit this completed form, along with Part I, via e-mail to salterberg@uni.edu

Grant Recipient (organization name): Trees Forever

Project Title: Growing Futures

Project Number: 06-11

Check one:

✓Midterm report (covering Jan.-June 2006 activities) **DUE: July 15, 2006**

___Final report (covering July 2006 - December 2006 activities) **DUE: Jan. 15, 2007**

Note: Your Final Project Billing Form and documentation will be due to the DNR (Kathleen Moench) on **February 28, 2007**. See Grant Agreement, Attachment B.

Note: The Midterm and Final Expenditure Summaries may be close estimates of expenses. These are e-mailed to Salterberg@uni.edu. This is not an official auditing document. The Final Project Billing Form shall be submitted as a hard copy to the DNR (Kathleen Moench) within 60 days of project completion and **must include actual expenditures. This is the official auditing document.**

Budget Line Item (A)	Approved Budget (B)	This Period Expenses (C)	Year-to-date Expenses (D)	Remaining Balance (B-D) E
1. Personnel (Salary and Fringe)	13120	7881.04	7881.04	5238.96
2. Travel	2720	808.61	808.61	1911.39
3. Supplies	1000	346.28	346.28	653.72
4. Other (combine “Contractual” and “Other” categories here)	1007	112.08	112.08	894.92
5. Indirect costs	1784	914.80	914.80	869.20
6. Total	19631	10062.81	10062.81	9568.19

Note: *Changes in the proposed budget that deviate from any line item by 10% or more must be approved before the expenditure occurs.* Contact CEP Contract Monitor, Susan Salterberg, at Salterberg@uni.edu or 319-337-4816 to request changes. She may approve small changes and subsequently inform the REAP CEP Board. If she is uncertain, she will present those requests to the REAP CEP Board and inform grantees of Board’s decision. The Board may request additional information, and may or may not negotiate a revision to the contract to allow for expansion or modification of services. If a revision is granted, no increase in the total amount of the grant award shall occur. Once approved, the DNR director or the REAP CEP coordinator will provide a written amendment to the agreement.

Susan Salterberg, CEP Monitor, shall be your first contact regarding changes to the proposed budget.

SCHEDULE OF ACTIVITIES

Four Oaks, Cedar Rapids

All are 10:00am – 2:00pm

June 15

- Location: Prairiewoods Franciscan Spirituality Center, Hiawatha
- Speaker(s): Steve Holland, Iowa Department of Transportation Roadside Coordinator
- Topics/Activities: Intro to the program, get to know you, ground rules, prairie talk and shrub removal from prairie, career talk, journaling

June 22

- Location: Thomas Park, Marion
- Speaker(s): Mike Birmingham, University of Iowa Hygienic Lab Limnologist
- Topics/Activities: Water quality careers, stream monitoring, stream clean-up, journaling

July 6

- Location: Four Oaks, Cedar Rapids
- Speaker(s): Brad Riphagen, Trees Forever Field Coordinator
- Topics/Activities: Natural resource careers, planting trees for energy efficiency (Aquila planting computer simulation, planting trees near air conditioning units), plant care instructions, journaling

July 13

- Location: Meth-Wick Retirement Center, Cedar Rapids
- Speaker(s): Jay Podzimek, Meth-Wick Grounds Director
- Topics/Activities: Careers in landscaping, tree selection (site suitability, purpose, diversity), planning the fall planting project (look at possible planting sites, talk about conditions and desired species), trail maintenance project, journaling

July 20

- Location: Peck's Nursery, Cedar Rapids
- Speaker(s): Peck's Nursery Staff
- Topics/Activities: Tour of the nursery, nursery/garden center/landscape careers talk, look at trees we may plant at Meth-Wick this fall (purchases will not be made), journaling, have lunch at Noelridge park and work on fall tree planting budget, possible team building game, journaling

July 27

- Location: Wickiup Hill Outdoor Learning Center, Toddville
- Speaker(s): Gail Barels, Linn County Conservation Department Conservation Education Specialist and/or other Wickiup Hill Staff
- Topics/Activities: Career talk on environmental education careers, volunteer project, journaling

August 3

- Location: "The Bridge", Cedar Rapids
- Speaker(s): Joan Thaler, Artist and Psychotherapist 10:15-11:15; Ron Lane, Linn County Conservation Officer 12:30-2:00
- Topics/Activities: Art therapy (possibly "The Tree That is Me", "My Personal Bill of Rights", and/or "My Future in a Crystal Ball"), careers in conservation law enforcement (video, talk and pelts), planning for the graduation (if time permits), journaling

August 10

- Location: Cedar River Paper, Cedar Rapids
- Speaker(s): Sara Frisdahl, Cedar River Paper Environmental Specialist
- Topics/Activities: video of recycling process, tour of the plant, talk about recycling/environmental safety careers, possible hands-on activity, lunch with employees (probably), career planning interview at Cedar River Paper or Four Oaks (adults interview and fill in a sheet with the youths' career goals and steps they will take to achieve them).

August 12 (Saturday) GRADUATION!

- Location: Jones Park Lagoon Pavilion, Cedar Rapids
- Speaker(s): Shannon Ramsay from Trees Forever and a representative from Four Oaks
- Topics/Activities: Will be planned by the youth. Activities will include recognizing participants (youth, counselors and volunteers), presenting a PowerPoint or some other audio/visual summary of the program, serving light refreshments and socializing.

SCHEDULE OF ACTIVITIES

Iowa Juvenile Home, Toledo

All are held at the Iowa Juvenile Home from 9:50 – 11:30am unless otherwise indicated.

May 26 (Friday) Forestry

- Speaker: Paula Flynn, ISU Extension Program Specialist in Plant Pathology.
- Topics/Activities: Discuss what can affect the health of trees, type of work Paula does, her educational background and interests. Hands-on activity identifying the diseases of plant specimens sent to the Plant Pathology Lab.

June 2 (Friday) Forestry

- Speaker: David Haines, Plant Operations Manager at Iowa Juvenile Home
- Topics/Activities: Planted, mulched and watered five trees on the campus of the Iowa Juvenile Home.

June 9 (Friday) GIS/GPS/Mapping

- Speaker: Sunshine McDonald, Trees Forever Field Coordinator
- Topic/Activities: Presentation about GIS technology, the many ways in which it can be used, and learning how to use handheld GPS units. Sunny also shared how she got interested in using GIS technology, other related work she has done with it, and the education she has pursued.

June 16 (Friday) GIS/GPS/Mapping

- Speaker: Sunshine McDonald, Trees Forever Field Coordinator
- Topic/Activities: Hands-on practice with the GPS units. Sunny provided small notebooks in which the youth recorded the coordinates of several trees which they also had to observe and identify species. Also practiced using the units to find locations using coordinates – each girl had to find pieces of candy hidden at three different locations around campus. Skills learned will be used as the students team up with the local trail committee to do some mapping of the trail and its natural features.

June 23 (Friday) Review, debrief and journaling

- Speaker: Pamela Helfer, Trees Forever Field Coordinator
- Topics/Activities: The students had been curious about when they would learn more about Pam's job so some time was spent on questions and answers about being a Field Coordinator at

Trees Forever, educational background and previous jobs that helped build the skills to do the present work. The students were also asked to do some journaling to be given to Pam, in which they wrote about their experience and impressions of Growing Futures so far, other topics they would like to cover, what they have learned and things about which they have changed their thinking.

June 30 (Friday) 9:00am – 3:00pm, Horticulture/Landscaping at Reiman Gardens

- Speakers: Glori Haidar, Indoor Horticulturist; and Sarah Rummery, Outdoor Horticulture Assistant
- Topics/Activities: Time was spent with each of the speakers, as well as with two summer interns at the gardens, talking with them about their jobs, educational background, and career interests. The speakers led service projects for the youth that introduced them to the everyday tasks at a public garden center. Washing and sterilizing plant pots in order to reuse them (rather than trashing or giving them away as was done in the past) has saved the gardens thousands of dollars in the past year. The youth also joined the grounds crew and other volunteers to work on unloading a shipment of new plants, weeding near the entrance and deadheading roses in preparation for the National Special Olympics guests.

July 7 (Friday) Horticulture/Landscaping/Design

- Speaker: Julia Badenhope – *note: Julia had a family emergency and will be rescheduling to meet with the youth.*
- Topics/Activities: Learning about careers in landscape design and a hands-on activity drafting a design of a butterfly garden/conservation planting.

July 14 (Friday) Water Quality

- Speaker: Pamela Helfer, Trees Forever Field Coordinator
- Topics/Activities: Watch videos of Chad Pegracke's work and the creation of Living Lands, Living Waters, to demonstrate the power of one individual with passion. Introductory activity to the importance of water quality in Iowa.

July 27 (Thursday) Water Quality

- Speaker: Jacklyn Gautsch, IOWATER Field Coordinator
- Topics/Activities: Will meet off-site (perhaps Otter Creek Park) to learn about IOWATER, Project AWARE, and do some water quality testing. Iowa Juvenile Home teachers have been wanting to make a connection with IOWATER for some time, and the hope is that this will capture the interest of students and lead to a full IOWATER training in the future.

August 4 (Friday) Wildlife Biology

- Speaker: Jason O'Brien, ISU NatureMapping Coordinator
- Topics/Activities: Learn more about careers related to wildlife biology, about the NatureMapping program, how it makes a difference for wildlife in Iowa and how the students can get involved. This is another program that the teachers requested we make a connection to with the possibility of a full training in the future.

August 11 (Friday) Wildlife Biology/Habitats

- Speaker: undetermined – possibly at Otter Creek Lake Park
- Topics/Activities: Would like to do something that will benefit local wildlife, perhaps building birdhouses or improving habitat conditions.

August 17 (Thursday) 10:00am – 3:00pm, Prairie Management at Neil Smith National Wildlife Refuge

- Speaker: Refuge staff members involved in the reconstruction and management of the prairie.
- Topics/Activities: Refuge staff will lead the youth in a service project to benefit the prairie. (Trip is confirmed with Sara Hollerich; details to be determined by refuge staff closer to the date.)

August 25 (Friday) Roadside Prairies

- Speaker: Maria Urice, Living Roadway Trust Fund
- Topics/Activities: Learn about the use of native plants in the roadsides and their benefit, as well as Maria's educational background, job and interests.

September 1 & 8 (Fridays)

- To be determined: possibly another topic of interest to the students, and/or wrap-up by asking for feedback and journaling from the students, and a "graduation" ceremony.



Growing Futures - Application

Name _____ Date _____

Age _____ Grade in School _____

Gender: ☐ Male ☐ Female

Program: ☐ Four Oaks ☐ Iowa Juvenile Home

	<i>Never</i>		<i>Sometimes</i>		<i>Always</i>
Do you enjoy spending time outdoors?	1	2	3	4	5
Do you like to work alone?	1	2	3	4	5
Do you like to work as part of a group?	1	2	3	4	5
Do you consider yourself a leader?	1	2	3	4	5

What activities do you enjoy outdoors?

What is your favorite subject in school?

Do you plan to continue your education beyond high school? (Such as a community college, technical school or university.)

What careers have you thought about doing?

What jobs/work can you list that would require you to work outdoors or with natural resources (the environment)?

Check all of the statements that you believe to be true:

- ☐ Iowa has the cleanest water in rivers and lakes of any state.
- ☐ There are endangered species of plants and animals in Iowa.
- ☐ The Iowa Department of Transportation owns more land than the Iowa Department of Natural Resources.
- ☐ There is never a good reason to cut down a tree.
- ☐ When choosing plants for a yard, you should think about how much sun, water and care they will get.

I understand that I will be working indoors and outdoors to explore careers in natural resources.

I am willing to help plan and participate in these activities and group discussions to make this program more meaningful for other high school students in the future.

I am willing to participate with a positive attitude, follow directions given and try the best I can to make this a good experience for everyone.

Signature_____